

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch, A&M

DATE: 24 June 1948

FROM : Chief, Management Branch, A&M

SUBJECT: Issuance of Procedures to be followed by Responsible and Accountable Officers.

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Reference is made to your memorandum of 21 June 1948 pertaining to the issuance of property bulletins. I have discussed this matter with Colonel [REDACTED], and it has been determined that General Order No. 1 should not be amended to provide for the issuance of such bulletins. Instead of issuing property bulletins, inter-office memoranda signed by you should be issued to property officers and responsible officers covering items necessary to implement current Administrative Instructions on property control procedures. As stated in your memorandum, it is understood that such letters will not include any changes of basic policy or substantial changes in existing procedures.



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Document No. 14
NO CHANGE in CLASS.
 DECLASSIFIED
CLASS. CHANGED TO: TS S C
DIA REC'D. 4 APR 77
Auth: DIA REC'D. 77-1763
Date: 06 APR 1978 by: 024